

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/08/16

CLOSING DATE: 06/15/16 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II

SCDC POSITION #: 018848

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II

STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 A

BAND: 03 SALARY RANGE \$ 022182 - \$ 041046 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 021484 - \$ 023632 SCEIS POSITION #: 61021069

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY

BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE

HUMAN RESOURCES). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE

MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE

EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

PERFORMS GENERAL OFFICE MANAGEMENT DUTIES. PLANS, ORGANIZES, DEVELOPS

AND IMPLEMENTS ADMINISTRATIVE AND CLERICAL PROCEDURES.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING